

Fire Prevention Code Permit Instructions:

Complete all sections applicable on the permit application. A separate Fire Prevention Code Permit is not necessary if included on the Building Permit application and indicated in the appropriate section.

Contractor must have a valid Mercantile License. If you need to obtain a Mercantile License, the application may be found [here](#).

If your business is located in the City, complete and submit the Zoning Permit application. If your business is not located in the City, complete and submit only the Mercantile License application.

Fire sprinkler installers must have valid liability insurance.

A Building Permit application is required with all work or inspection-related Fire Prevention Code Permits.

All new fire protection systems must be accompanied by a sealed drawing, which must be approved by the Bureau of Fire.

Your Fire Prevention Code Permit application must include the work to be performed as well any testing that may be required.

An annual Fire Prevention Code Permit is required for all applicable businesses and is separate from work or inspection related Fire Prevention Code Permits. An annual Fire Prevention Code Permit cannot be secured in lieu of a work or inspection-related Fire Prevention Code Permit.

Sign and date your application.

Other Helpful Hints:

Triplicate. Submit three copies of the permit application.

Payment for any permit must be with a check or money order that is issued to the “City Treasurer.”

Clarity and Completeness. All permit applications must be completed legibly. Include proper addresses with the appropriate zip codes and contact phone numbers. All permits applications must be completed and with the necessary information, i.e. drawings, etc., attached. Help us help you as quickly as possible by providing all information noted on the application in a manner that we can read and understand what you are requesting.

Pick-up or Mail. Indicate at the top of your application if you want your permit mailed to you or if you desire to pick up your permit at our office.

Permit before work begins. No work may commence without an approved permit.

Expiration. All permits expire if work has ceased and is not continuous for a period of 6 months.

INSPECTIONS:

Progressive Inspections are required by The Bureau of Codes for all new construction or extensive rehabilitation. **Progressive inspections require a minimal 24-hour notice.**

The Bureau of Codes reserves the right, given unique circumstances, to require inspections for other work.

Not notifying the Bureau of Codes for an inspection may result in work having to be redone. We respect that you will have a time frame for completing the work and will be as responsive as possible in doing the inspection for your timely completion.

Please refer to the list of inspections noted in the Inspections portion of the Codes Bureau's webpage.

CITY OF HARRISBURG • Department of Building and Housing Development
Bureau of Codes Administration
FIRE PREVENTION CODE PERMIT (New/Alt./Add.)

Must comply with PA Act #222 and Labor & Industry Regulations where applicable

A. LOCATION OF BUILDING **Tracking #** _____ **Parcel #** _____

(No.) _____ (Street) _____ (Name of Applicant /Business) _____

(Applicant Address) _____ (Phone No.) _____ (Contact Person) _____

B. Type of Permit: ☐ New ☐ Addition ☐ Alteration ☐ Inspection ☐ Residential - No. of Units _____
☐ Non-Residential - Type of Business: _____

C. Ownership: ☐ Private (individual, corporation, nonprofit institution, etc.) ☐ Public (federal, state or local government)

D. Description and fees: (Check where applicable)

DESCRIPTION	Permit Fee	DESCRIPTION	Permit Fee
1. Coal fired heating appliance, boiler, furnace or domestic hot water heater →	\$20.00 <input type="checkbox"/>	12. Automatic Suppression Systems (all types) →	\$50.00 <input type="checkbox"/>
NEW:		13. Standard sprinkler system →	\$50.00 <input type="checkbox"/>
2. Fire alarm system →	\$30.00 <input type="checkbox"/>	14. Special fire extinguishing system →	\$50.00 <input type="checkbox"/>
3. Fire pump installation →	\$45.00 <input type="checkbox"/>	15. Liquefied petroleum gases installation →	\$20.00 <input type="checkbox"/>
4. Fire pump testing charge →	\$30.00 <input type="checkbox"/>	16. OIL BURNER EQUIPMENT..... <input type="checkbox"/>	
5. Fire suppression hood system →	\$30.00 <input type="checkbox"/>	16 a. Boiler installation →	\$20.00 <input type="checkbox"/>
6. Fire detection system →	\$45.00 <input type="checkbox"/>	16 b. Tank installation →	\$20.00 <input type="checkbox"/>
7. Automatic suppression system (all types) →	\$75.00 <input type="checkbox"/>	16 c. Tank or burner replacement →	\$20.00 <input type="checkbox"/>
8. Smoke Control Systems →	\$50.00 <input type="checkbox"/>	16 d. Industrial ovens/furnaces/boiler →	\$45.00 <input type="checkbox"/>
ALTERATIONS:		17. Woodstove, wood burning appliances, residential and commercial installation →	\$45.00 <input type="checkbox"/>
9. Fire alarm system →	\$30.00 <input type="checkbox"/>	18. Connecting to Municipal Fire Alarm System →	\$200.00 <input type="checkbox"/>
10. Fire suppression hood system →	\$30.00 <input type="checkbox"/>	19. Telephone circuit alarm to City Fire dispatch →	\$100.00 <input type="checkbox"/>
11. Fire detection system →	\$45.00 <input type="checkbox"/>	20. Welding Operation →	\$45.00 <input type="checkbox"/>

G. DESCRIPTION OF WORK: _____

F. ESTIMATED JOB COST: \$ _____

Contractor/Representative Signature

Penalty Fee \$ _____ **Date Issued** _____

Permit Fee: \$ _____ **Approved By:** _____
 (Correct fee amount must accompany this application or it will not be processed)

Copy 1 (white) - City

Copy 2 (yellow) - Applicant

Copy 3 (pink) - Fire Bureau

Linda D. Thompson, Mayor • Harrisburg City Council